

## Guidelines for Graded Team Tasks 2&3 (Applied theory session & synthesis)

### Purpose

The purpose of these two related tasks is to give you an opportunity to give your learning a direction as well as apply and develop your planning, organization and leadership skills.

In order to be able to run the applied section of our sessions in weeks 2 and 3 of the course, you and your team will, first of all, have to have studied, digested and understood the material very well. Only then will you be able to plan, organize and lead sessions, which keep the other students engaged and add new insight and value to everyone's learning.

At the same time you will be practicing a skill, which you will have to apply regularly in a business context –

- the gathering, analysis, selection, and presentation of material
- followed by the conduct of meetings, sessions or workshops

to *inform* colleagues, management, suppliers, customers and other stakeholders, *obtain* their views, expertise, objections, or approval for the *purpose* of making all sorts of management decisions.

In order to write a synthesis, you will practice being alert during the session, follow the course of the session, note key statements, positions, opinions, or critical events. You will need to facilitate the session actively, and engage other students to contribute.

### Applied sessions

You decide how you want to run your session and what you want to achieve – be creative!

Ultimately, your session should get the others students to think about their reading in more depth, apply their knowledge and alert them of aspects of the reading they might not have understood yet fully. Try to get all students engaged as much as possible. Challenge each other!

Quizzes (similar to Kahoot) must not be part of your sessions.

As quality control, ask yourselves: would we value our session if we were in the audience? How do the elements of the session fit together?

When awarding points for your session, I will look for:

- your level of preparation
- how well you work with each other as a team during the session
- how you lead the discussions
- how you challenge the students in the audience
- how well you have brought the material to life.

## Synthesis

Think of your synthesis of your session both as a report as well as an edited summary of the session you prepared and facilitated.

Report the main elements and events of the session. Summarize the knowledge from the reading you prepared. Show how the results of the discussions, activities, or exercises which you had planned and initiated relate to the theoretical knowledge you had prepared.

Finally, critically reflect the entire process of planning, preparing and leading your session. What went well? What could be improved? What would you do differently next time and why?

There is no minimum or maximum length for your synthesis. Give your synthesis a structure and organize the content in a way to make its reading simple.

Managers hate having to spend a lot of time reading documents but nevertheless want to a sound basis for decision making!

You may find the information in this document helpful for the reflection part of your synthesis:

<https://www.edutopia.org/pdfs/stw/edutopia-stw-replicatingPBL-21stCAcad-reflection-questions.pdf>